

**ROOM RENTAL TO VISITORS**  
**BOARD OF ZONING APPEALS APPLICATION REQUIREMENTS**

1. Application form completed and \$400 application fee.
2. Certification of ownership of property in accordance with Sec. 21-605(b) of the ordinance.
3. A floor plan of the dwelling showing:
  - " Location of each bedroom to be rented, including its dimensions and floor area.
  - " Location of exits and the location of smoke detectors.
4. A site plan, drawn to scale and prepared and certified by an architect, landscape architect, engineer or surveyor licensed to practice in accordance with Code of Virginia, Sec. 54-17.1, and meeting the requirements of Sec. 21-779(b) of the Zoning Ordinance, showing:
  - " The boundaries of the lot by bearings and distances, and a north arrow.
  - " The area of the lot.
  - " The location of the edge of pavement or curb line along the frontage of the property.
  - " Size, location and use of existing buildings.
  - " Size, location and use of any new buildings or building additions, and the distances from all property lines.
  - " Limits of clearing and grading, if applicable.
  - " Location and type of construction of existing and proposed driveways and parking spaces. Driveways must be constructed of gravel, compacted stone, concrete, asphalt, brick or paving stones.
  - " Location of existing and proposed screening and landscaping for the parking areas. Parking is required to be screened from adjoining residences and streets by an element of the building, fence, wall or landscape buffer.
  - " Calculations on driveway and parking coverage for the front yard, rear yard and total lot area. These calculations are to be shown on the site plan and certified by the person preparing the site plan. Coverage requirements are not more than 30% for a front or rear yard area, and not more than 15% of the total lot area for lots of 20,000 sq.ft. or less, and not more than 10% of the total lot area for lots having an area of more than 20,000 sq.ft. Existing driveways and parking spaces constructed of gravel, compacted stone, concrete, asphalt, brick or paving stones may be used to meet the parking requirement, even if they exceed the coverage figures.
  - " Erosion and sedimentation control measures, if applicable.
  - " Location of Chesapeake Bay Resource Protection Areas, if applicable.
  - " Existing topography and proposed grading, with contour intervals of two feet or less, when deemed necessary by the zoning administrator.
5. Plans for any proposed modifications to the building.

2/9/96